

WINCHESTER CITY COUNCIL DECISION RECORD

Officer Completing the Form: Sarah Jane Mackinnon

Lead Director: Richard Botham

Subject: Orchard Housing Management System Software

Details of Decision: *Please provide a brief explanation as to what decision was made. This should be done in easy to understand, non-technical language - as this wording will appear on the website for the* one year fixed term contract between the council and Orchard Information Systems software application: Orchard Housing. The software application supports the property and housing management of the council owned housing stock. The one year fixed term contract provides the council with the flexibility to review its current partnership with Orchard and to support our future IT and Housing digital transformation work. It also provides an opportunity to explore and test the market for potential alternative software solutions *public to read. Also please remember all staff will be able to see this document.*

Type of Decision: (please tick. see reverse for definitions)

- | |
|---|
| <input type="checkbox"/> Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) |
| <input checked="" type="checkbox"/> Significant Operational Decision (see section 2B (1) on reverse of this form) |
| <input type="checkbox"/> Other Decisions to be Published (see section 2B (2) on reverse of this form) |
| <input type="checkbox"/> Administrative Decision (see section 3 on reverse of this form) |

Reason for the Decision: *A brief overview of your reasons for taking this course of action.*

To enter in to a one year fixed term contact as set out in the contract detail with the option to renew for fixed periods of 12 calendar months and in compliance with the council's governance. The contract has been procured utilising a Crown Commercial Services Framework: RM3821- Data and Application Solutions (DAS). The entering into of the contract enables the council to continue to use the main functionality of the Orchard system and delivers a number of new modules. The full year cost of the proposed solution is within officer delegations.

Alternative Options Considered & Rejected: *All alternative options considered need to be outlined here. Please include detail of any representations received. This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected.*

To not enter in to the one year fixed term contract would result in the council being out of contract with risks attached that include a lack of specialist IT services to support the housing team business needs.

Supporting Information: *If your decision relates to delegated authority derived from a specific Committee resolution, please confirm the name of the Committee, the date of the meeting and paste the resolution into this box.*

In the event that the contract is extended to 7 years a Cabinet decision will be required.

Declared Officer and/or Member interests: *List any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision and, in respect of any declared conflict of interest, any note of dispensation granted by the Monitoring Officer.*

None

Decision Taker (name): *This needs to be the specific Officer or Portfolio Holder who holds the delegation within the constitution/or referred to by a Committee*

Decision Taker Gillian

Knight

(Signature):

Date: 27.10.20

Call In dates (if applicable) and Implementation date:		Exemption?
Commencement of call in: (date)	Click here to enter a date. <i>(Please refer to Dem Services for this)</i>	<input type="checkbox"/> Open
Last date for call in: (date)	Click here to enter a date. <i>(Please refer to Dem Services for this)</i>	<input type="checkbox"/> Part Exempt. Please expand
Planned Implementation Date:	Click here to enter a date.	<input type="checkbox"/> Exempt. Please expand

Notes for report authors.

1. Why record officer decisions?

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require local authorities to produce a written statement of an executive decision made by an officer as soon as is reasonably practicable after the decision is taken (see Paragraph 13). This written statement must include the information requested in the questions of the pro forma on the previous page.

2. What sort of decisions are there?

- A. **Key decisions.** A key decision is defined by Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 as being an executive decision which is likely:
- i. To result in the local authority incurring expenditure, which is or the making of savings which are significant having regard to the local authority's budget for the service or function to which the decision relates; **(For Winchester City Council, the financial limit above which a decision is regarded as significant is £250,000 per year), or;**
 - ii. To be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules, Access to Information Procedure Rules (Part 4) and the Officer Scheme of Delegation (Part 3) of this Constitution.

- B. **Non-Key Decisions.** Officers will usually take non-key executive decisions. A non-key decision is an executive decision that does not meet either criterion of a key decision as laid out above. These decisions are divided into significant operational decisions and administrative decisions.

1. **Significant Operational (Non-Key) Decisions.** This is a decision in relation to a Council or executive function which is not a key decision and results in one of the following:
 - i. Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
 - ii. Capital expenditure (i.e. if they involve entering into new commitments and/or making savings) and/or contract awards of between £100,000 and £250,000
 - iii. When, in the opinion of the Chief Executive, the Section 151 Officer or Monitoring Officer, a published record of the decision is required to provide openness and transparency.
 - iv. A significant decision should be recorded in order to comply with Regulation 13 (Recording of executive decisions made by individuals) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (No. 2089).
2. **"Other" Decision.** Regulation 7 of the Openness of Local Government Bodies Regulation 2014 requires a written record to be produced as soon as reasonably practicable after an officer has made a decision under delegation which a) grants a permission or licence or b) affects the rights of an individual.
3. **Administrative Decision:** *(these do not require recording on this form unless one or more of the following applies)*
 - i. There is a financial implication;
 - ii. It is in conflict with the Budget and Policy Framework or other approved policies approved by full Council; and
 - iii. It raises new issues of policy.

C. Which officer decisions need to be recorded on this form?

Officers need to record:

- 1) any key decision, i.e., decisions that have a significant effect on 2 or more divisions, or have a cost/saving of £250,000 or more. (see 2A above)
- 2) any Significant Operational Decisions. (see 2B (1) above)
- 3) "Other" officer decisions regarding the granting of a permission or licence or that affect the rights of an individual (see 2B (2) above)
- 4) Administrative decisions for which there is a financial implication.

4) What are the relevant Deadlines?

The decision needs to be published by Democratic Services on the Councils website as soon as practicable of it being taken.

5) Who needs to sign off the Request Form?

If you are sure an officer decision needs to be recorded, please complete the attached officer decision form. Once completed, please ensure that it is approved by the relevant Director. Once approved, the form should be forwarded to Democratic Services for adding to the Council's website where it can be viewed by members of the public on the decisions page.